

Removing patients from your roster

In MCIR, there are two different rosters. The first is a patient roster (this is the list that appears when you select “roster” on your MCIR home screen). The patient roster will include any patient that you have ever searched in MCIR and does not appear on reports. There is also a Provider ID roster. This roster contains any patient that was documented as receiving their last shot from your practice. This is the roster that is used to run reports.

To remove a patient from Provider ID roster:

1. Go to the patient’s MCIR page and next to “person information” click **EDIT**

Series	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6+	Status
DTP/DTaP/ DT/Td/Tdap							DTaP DUE NOW
Polio							Eligible Next Due 12/27/2017

2. Scroll down to “Medical Home” section. In the **Patient Provider Status** a drop down will appear with the status of the patient to the practice. Then push **submit**.

Birth Facility Information
Name: [Redacted] State: MI County: Oakland

Medical Home
Medical Home: [Redacted] Patient Provider Status: **Active**
Inactive - moved or gone elsewhere
Inactive - lost to follow up
Inactive - deceased

MCIR Options
 Person does not receive medical care in Michigan
 Person is migrant
 Person has requested the disabling of BMI module

Additional Information
Alias Name: Last [Redacted] First [Redacted]
Mother's Maiden Name [Redacted]

Submit **Cancel**

- a. **Active**= currently a patient (will appear on reports)
- b. **Inactive**- moved or gone elsewhere= patient is known to have moved or changed practices (will not appear on reports)
- c. **Inactive-lost to follow up**= patient has not been to practice for some time but it is not known if patient has moved or changed practices. (In order to select this option your practice must have documentation of 3 attempts to reach patient, patient will appear on reports but it will mention that patient is lost to follow up).
- d. **Inactive-deceased**= patient has passed away

3. Once you have inactivated the patient, you can then remove patient from your patient roster. To do this, scroll to the bottom of the patient's MCIR page and press **take off roster**

Compromised Doses				
Vaccine	Date	Age	Description	
<i>No Compromised Doses Found</i>				
Invalid Doses				
Series/Dose #	Vaccine	Date	Age	Reason
<i>No Invalid Doses Found</i>				

Take off Roster Unlock Person